

Training programs related to Insurance Claims and Policy Processing Clerks

Alaska Career College

Business Administration and Computer Technology, AAS
Business Office Technology Specialist, Certificate

Alaska Computer Business Solutions LLC

Access 2007: Microsoft Certified Application Specialist
Access Boot Camp
Access Level 1
Access Level 2
Access Level 3
Access Level 4
Acrobat XI Level 1
Acrobat XI Level 2
Administrative Clerk
Excel 2007: Microsoft Certified Application Specialist
Excel Level 1
Excel Level 2
Excel Level 3
Outlook 2007: Microsoft Certified Application Specialist
Word 2007: Microsoft Certified Application Specialist
Word Level 1
Word Level 2
Word Level 3

Alaska Job Corps

Office Administration

Alaska Technical Center

Clerk/Receptionist
Workplace Basics

Alaska's Institute of Technology (AVTEC)

Business & Office Technology, Certificate
Microsoft Office Specialist - Excel
Microsoft Office Specialist - Word

Amundsen Education Center

Administrative Assistant
Computer and Information Processor
Computer Literacy
General Office Clerk
Microcomputer Workshops
Office Education Short Course

Charter College, Anchorage

Computerized Office Specialist, Certificate

Charter College, Wasilla

Computerized Office Specialist, Certificate

Galena Interior Learning Academy

Computer Science

Ilisagvik College

IC3 - Internet and Computing Core Certification, Certificate

Literacy Council of Alaska

Computer Literacy

North Star Computing

Basic Computer & Office Skills
Intermediate Computer & Office Skills

University of Alaska Anchorage

Desktop Publ & Graph, OEC
Office Foundations, OEC
Office Technology, OEC

University of Alaska Anchorage, Kenai

Admin Office Supp, OEC
Desktop Publ & Graph, OEC
Office Foundations, OEC
Office Technology, OEC

University of Alaska Anchorage, Kodiak

Admin Office Supp, OEC
Desktop Publ & Graph, OEC
Office Foundations, OEC
Office Technology, OEC

University of Alaska Anchorage, Mat-Su

Admin Office Supp, OEC
Desktop Publ & Graph, OEC
Office Foundations, OEC
Office Technology, OEC

University of Alaska Southeast, Juneau

Admin Office Supp, OEC

University of Alaska Southeast, Ketchikan

Admin Office Supp, OEC

Vocational Training and Resource Center

Advanced Microsoft Access
Advanced Microsoft Excel
Advanced Microsoft Outlook
Advanced Microsoft Word
Excel 2013 VBA
Internet Search Techniques
Introduction to Adobe Acrobat 9.0 Pro
Introduction to Computers & Windows
Introduction to Microsoft Access
Introduction to Microsoft Excel
Introduction to Microsoft Outlook 2010
Introduction to Microsoft Word
Introduction to OneNote 2013

WinCertification

IC3 Computer Fundamentals Certification (IC3)
Introduction to MS Access - Quick look
Introduction to MS Excel
Introduction to MS Windows
Introduction to MS Word

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June 30, 2014